

MEMORANDUM FOR DEPUTY ASSISTANT INSPECTOR GENERAL, AUDIT
POLICY AND OVERSIGHT
DIRECTOR, ACQUISITION MANAGEMENT
DIRECTOR, ANALYSIS, PLANNING AND TECHNICAL
SUPPORT
DIRECTOR, AUDIT FOLLOWUP
DIRECTOR, CONTRACT MANAGEMENT
DIRECTOR, FINANCE AND ACCOUNTING
DIRECTOR, READINESS AND LOGISTICS SUPPORT

SUBJECT: Implementation of the DoD Logistics Auditor and Evaluator Certification Program

The purpose of this memorandum is to provide implementing guidance and solicit participation in the DoD Logistics Auditor and Evaluator Certification Program (the Program). The Enclosure cites Office of Inspector General, DoD (IG, DoD) goals for the Program, policies and procedures for the certification process, representatives on the Certification Board (the Board), and the frequency at which the Board reviews applications. The 1st Edition of the Program was issued in November 1997. For the IG, DoD, this is the date of implementation. Each of the four DoD Audit Agencies is participating in the Program, and is in the process of developing its own implementation strategy.

We are implementing the Program in the IG, DoD because we believe that it will provide a focused approach to training our auditors and evaluators in the logistics areas they review, improve effectiveness, and reduce cycle times. Our goal is to have at least 25 percent of our auditors and evaluators who conduct reviews of logistics functions certified within the next 5 years.

I encourage our auditors and evaluators who have extensive experience and training in logistics auditing or program evaluation to apply for certification under the Grandfather Provisions of the Program soon, because these provisions will expire in August 1998. I also encourage those auditors and evaluators who have the experience, but little or no formal classroom training, to carefully review the Fulfillment Program for the possible substitution of experience in place of classroom training. Finally, for auditors and evaluators who lack both training and experience, I fully expect their managers to ensure that their efforts are focused toward eligibility for certification in the coming years in logistics or another certification program.

Should you have additional questions or comments on improvement of our implementation of the Program, please refer them to Mrs. Debra Murphy of the Readiness and Logistics Support Directorate at (703) 604-8788 or Mr. Shelton Young, Director, Readiness and Logistics Support Directorate at (703) 604-8866.

//SIGNED//

Robert J. Lieberman
Assistant Inspector General
for Auditing

Enclosure

INSPECTOR GENERAL, DOD LOGISTICS AUDITOR AND EVALUATOR

CERTIFICATION PROGRAM

STANDARD OPERATING PROCEDURES

1. EFFECTIVE DATE: Immediately

2. IG, DOD IMPLEMENTATION

The 1st Edition of the Logistics Auditor and Evaluator Certification Program (the Program) was issued in November 1997. For the IG, DoD, this is the date of implementation. Eligible auditors and evaluators should submit applications for certification as soon as possible.

3. IG, DOD OBJECTIVES AND GOALS

The IG, DoD objectives for implementing the Program is to improve the effectiveness, stature, and credibility of the IG, DoD auditors and evaluators in the logistics functional areas they review and to reduce cycle times. In addition, the Program will provide a focused approach to logistics formal classroom training, and ensure a proper mix of on-the-job training and experience in logistics auditing and program evaluations.

The IG, DoD primary goals for the Program are to have its logistics auditors and evaluators meet the career development education, training, and experience requirements outlined in PART IV., "Career Path for Defense Logistics." To achieve that, a short-range goal is to provide needed logistics training opportunities that are to be combined with the education and experience requirements already achieved by the audit and evaluation staff; so as to maximize the number of persons eligible for certification within the first year of program implementation. The IG, DoD goal for the first year is to certify a minimum of 25 auditors and evaluators at various levels. Its long-range goal is to have over 25 percent of the auditors and evaluators who perform logistics audits and evaluations certified within 5 years, and to keep at least 25 percent certified. Auditors and evaluators in the Readiness and Logistics Support Directorate will have first priority for slots in formal classroom training in 1998, and shall sign up for one of the approved courses in the Program each year until certified at Level III. Further, auditors and evaluators in the Readiness and Logistics Support Directorate shall take only those Defense Acquisition University (DAU) courses that are approved under the Program for 1999 through 2003.

4. APPLICATION FOR CERTIFICATION

Auditors and evaluators with the required experience, education, and training should apply for certification at the appropriate level as soon as they are eligible. The application form is located in PART VI., "Forms," of the Program handbook. It is preferable that applicants submit their experience and list of formal training courses as an enclosure. The audits performed should include the report number, title, date, objective, and a brief synopsis of the findings and recommendations. The list of formal training courses should contain the course number, title, date, and location. A copy of the certificate should be attached. Applications should be mailed to:

Logistics Auditor and Evaluator Certification Board
Attention: Mrs. Debra Murphy
400 Army Navy Drive
Suite 1046A
Arlington, VA 22202

5. GRANDFATHER PROVISIONS

The Grandfather provisions in the Program expire 9 months after the program implementation, which is August 1998 for the IG, DoD. The IG, DoD employees who are eligible for consideration under the Grandfather provisions must submit applications for certification before August 1998.

6. FULFILLMENT PROGRAM

The purpose of PART V., "Fulfillment Program," is to allow IG, DoD auditors and evaluators to receive credit for courses for which they already have the required competencies. Auditors and evaluators with significant logistics auditing or program evaluation experience should carefully review the core competencies for each course in PART V., and apply for certification by substituting their experience for the formal courses. Applications under this program must contain sufficient documentation for each core competency that demonstrates the experience is equal to the instruction in the course. Comparable information cited in paragraph 4 above is needed for audit reports and courses.

7. CERTIFICATION BOARD

The Certification Board will be chaired by the Assistant Inspector General for Auditing, who is the Approving Official. The Board will have representatives from the Deputy Under Secretary of Defense for Logistics; Assistant Inspector General for Administration and Information Management; Analysis, Planning and Technical Support Directorate; Acquisition Management Directorate; and Readiness and Logistics Support Directorate.

The first meeting of the Certification Board is scheduled for February 18, 1998. The Board will meet once a month, commencing in February 1998, and will continue with the monthly schedule through August 1998. Thereafter, the Board will meet once a quarter.

The Board will grant certifications only for the level requested providing the applicant meets all of the requirements established for that level. If an application is disapproved, as stated in PART II., page II-1, "Reasons must be given for nonconcurrences and disapproval." The applicant is encouraged to reapply soon after corrective measures have been taken per the Board's instructions. The Board will grant no partial certifications.

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PART I. CERTIFICATION OBJECTIVES AND GOALS

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CERTIFICATION OBJECTIVES

The objectives of the DoD Logistics Auditor/Evaluator Certification Program are to provide better customer support by reducing cycle times for audits and evaluation reports, improve the stature/credibility of auditors and evaluators in the functional areas they review, and be a career broadening experience. The career development program for DoD internal logistics auditors and evaluators will ensure the proper mix of experience and on-the-job and formal training of auditors and evaluators who review defense logistics functions. Participating in the program by each audit organization is strictly, voluntary.

The program is structured in three levels or groupings of education, training and experience standards. The program is a combination of audit/evaluation experience and training, and specialized logistics workforce experience and training for both auditors and evaluators. PART IV, "Career Path For Certification," outlines the career path, including experience, education, and training, for the three levels of the career development program.

CERTIFICATION GOALS

The DoD audit community's intention is to have its logistics auditors and evaluators meet the career development education, training and experience requirements outlined in PART IV. Our short range goal is to have approximately 100 auditors and evaluators (25 each from the DoDIG, Army, Navy, and Air Force Audit Agencies) participate in the certification program. The audit community's long range goal is to certify between 405 - 455 auditors and evaluators. Initially, we estimate sending 100 auditors and evaluators to logistics training the first year, and subsequently 90 to 95 auditors annually to achieve and maintain that goal.

The number of available logistics auditors and evaluators, staff turnover, rotational assignments, the volatility of audit/evaluation workload requirements from year to year, and how logistics audits are staffed within the internal DoD audit organizations vary significantly. Further, each organization has its own internal training and career development programs established to meet the requirements of the Government Auditing Standards. Based on these differences, each internal audit organization will establish certification goals that suit its needs. In addition, each internal audit organization will identify the universe of dedicated logistics auditor and evaluator positions that will be used to measure accomplishment of the goal. The Joint Logistics Audit Planning Group will review auditor standards and reassess the program content periodically.

PART II. CERTIFICATION CRITERIA

PART II. CERTIFICATION CRITERIA

Three levels of certification have been established. The experience, education, and training outlined in PART IV - "Career Path For Certification" must be met in order to obtain the certifications. The intent of the logistics auditor and evaluator career development program is to provide the broadest training and experience possible in the logistics field. For this reason, training should be obtained in all three logistics functions such as supply, maintenance, and transportation. It is assumed that the audit-function training will be obtained as part of the internal audit organization's audit training program. A Needs Assessment Form is contained in PART VI. The purpose of the Needs Assessment Form is to discern: (1) interest in the Program; (2) formal logistics classroom training already taken by auditors and evaluators; (3) desired logistics courses for FY 1998 and FY 1999; and (4) the volume of candidates at each level.

A. CERTIFICATION APPLICATION

To obtain the Logistics Auditor/Evaluator Certification, the auditor or evaluator must complete and sign the APPLICATION FOR LOGISTICS AUDIT/EVALUATION CERTIFICATION contained in Part VI. The auditor or evaluator's first and second level supervisor must concur or non-concur with approval of the application. The Certifying Official has the final authority to approve or disapprove the application. Reasons must be given for non-concurrences and disapproval. Reasons for non-concurrences or disapprovals can include such factors as the logistics related experience is not described sufficiently or the training class does not appear to be an equivalent class. A decision on the application should be made within three weeks of its submission to the Certifying Official. If the supervisor or Certifying Official needs additional documentation, the applicant has three weeks from notification to provide the information. The Certifying Official should establish procedures for the approval process that ensure that the general requirements of the certification program are followed and that the intent of the career development and certification program is met.

B. CERTIFYING OFFICIALS

The certifying officials for the Logistics Auditor/Evaluator Certification Program shall be:

Organization

Official

Inspector General, DoD
Army Audit Agency
Naval Audit Service
Air Force Audit Agency

Assistant Inspector General for Auditing
Auditor General of the Army
Auditor General of the Navy
Auditor General of the Air Force

C. SPECIAL CRITERIA

There are many highly qualified auditors and evaluators currently on staff who have conducted logistics audits and evaluations for many years. Accordingly, we have established the following criteria to fulfill the certification requirements. The special criteria apply to those auditors/evaluators applying for Logistics Auditor/Evaluator certifications based on meeting the logistics training requirement using the fulfillment program, based on meeting logistics audit/evaluation experience, or based on existing logistics workforce certification. To receive the certification, the auditor or evaluator must complete the APPLICATION FOR LOGISTICS AUDITOR/EVALUATOR CERTIFICATION contained in Part VI, and the applicable course(s) fulfillment forms (Competencies Employee Self-Assessment) contained in Part V.

D. FULFILLMENT PROGRAM

The Fulfillment Program enables the internal logistics auditor/evaluator to receive credit for some courses for which they already have the required competencies. The auditor/evaluator must demonstrate that his/her experience, education, and training has given him/her knowledge, skills, and abilities that would have been obtained in the training course. Anyone applying to fulfill the certification requirements using these special criteria must provide sufficient documentation that includes a self assessment fulfillment form for the course to be fulfilled with experience that is verified by the supervisor. Courses qualifying for fulfillment have an employee self-assessment form in this package. If there is no employee self-assessment form in Part V for a course, this means that the course is not a part of the Fulfillment Program, experience can not be substituted for the core competencies, and the course must be taken.

E. GRANDFATHER CLAUSE

Complete the Application for Logistics Auditor/Evaluator Certification when applying for certification under this criteria.

Level I:

Auditors/Evaluators with 3 or more years of logistics audit/evaluation experience can meet the Level I certification requirements by demonstrating that they:

- (1) do not otherwise meet the certification requirements,
- (2) performed at least 3 logistics related audits/evaluations that addressed at least two of the three logistics functions, and
- (3) have at least 40 hours of logistics related training.

Level II:

Auditors/Evaluators with 5 or more years of logistics audit/evaluation experience can meet the Level II certification requirements by demonstrating that they:

- (1) do not otherwise meet the certification requirements,
- (2) performed at least 5 logistics related audits/evaluations that addressed at least two of the three non-audit logistics functions, and
- (3) have at least 80 hours of logistics related training.

Level III:

Auditors/Evaluators with 10 or more years of logistics audit/evaluation experience can meet the Level III certification requirements by demonstrating that they:

- (1) were performing logistics audits/evaluations as of August 1993,
- (2) do not otherwise meet the certification requirements,
- (3) have experience in logistics-related audits/evaluations that addressed at least two of the three logistics functions, and
- (4) have at least 80 hours of logistics related training.

Auditors and evaluators applying under this criteria must apply for certification within 9 months of the effective date of the Audit Agency's certification program implementation.

F. ACCEPTANCE OF LOGISTICS WORKFORCE CERTIFICATIONS

The Defense Audit Community will recognize logistics workforce certifications received based on the DoD 5000 series.

G. CHANGES TO THE DoD LOGISTICS AUDITOR/EVALUATOR CERTIFICATION PROGRAM.

Proposed changes to this program should be directed to:

Director, Readiness and Logistics Support Directorate
Office of the Assistant Inspector General for Auditing, DoD
Room 1046A
400 Army Navy Drive
Arlington, VA 22202-2884

Major changes will be evaluated by the Joint Logistics Audit Planning Group and recommended action presented to the Audit Chiefs. The procedures outlined herein are the minimum requirements for certification. Participating organizations can add more requirements based on their organizational needs, but they agree not to reduce the requirements specified herein.

PART III. LIST OF COURSES BY CERTIFICATION
LEVEL

LIST OF COURSES

BY CERTIFICATION LEVEL AND DOD TRAINING AGENCY

LEVEL 1

CATEGORY A - SUPPLY MANAGEMENT

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>HOURS</u>	<u>AGENCY</u>
LOG 101*	ACQ LOGISTICS FUNDAMENTALS	120	AFIT
ACQ 101*	FUNDAMENTALS SYS ACQ MGMT	72	AFIT
LOG 131	INDUSTRIAL MAINTENANCE MGMT	80	AFIT
LOG 199	INTRODUCTION TO LOGISTICS	80	AFIT
LOG 205*	PROVISIONING	40	AFIT
CON 101*	FUNDAMENTALS OF CONTRACTING	160	AFIT
IND 101*	CONTRACT PROP ADMIN FUNDAME	80	AFIT
8B-F11	DEFENSE INVENTORY MGMT	80	ALMC
8A-F3	ARMY MAINTENANCE MGMT	120	ALMC
8B-F10	DEFENSE DISTRIBUTION MGMT	80	ALMC
CON 101	CONTRACTING FUNDAMENTALS	160	ALMC
8G-F1	DRMO BASIC	80	ALMC
ALMC-HA	DEF HAZMAT/WASTE HANDLING	40	ALMC
8G-F2**	DEFENSE METALS ID & RECYCLING	40	ALMC
IND 102	CONTRACT PROPERTY DISPOSITION	40	DAU

CATEGORY B - MAINTENANCE MANAGEMENT

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>HOURS</u>	<u>AGENCY</u>
LOG 101*	ACQ LOGISTICS FUNDAMENTALS	120	AFIT
ACQ 101*	FUNDAMENTALS SYS ACQ MGMT	72	AFIT
LOG 131	INDUSTRIAL MAINTENANCE MGMT	80	AFIT
LOG 199	INTRODUCTION TO LOGISTICS	80	AFIT
CON 101*	FUNDAMENTALS OF CONTRACTING	160	AFIT
8A-F3	ARMY MAINTENANCE MGMT	120	ALMC
CON 101	CONTRACTING FUNDAMENTALS	160	ALMC
ALMC-HA	DEF HAZMAT/WASTE HANDLING	40	ALMC
8B-F10	DEFENSE DISTRIBUTION MGMT	80	ALMC

CATEGORY C - TRANSPORTATION MANAGEMENT

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>HOURS</u>	<u>AGENCY</u>
LOG 199	INTRODUCTION TO LOGISTICS	80	AFIT
ALMC-HA	DEF HAZMAT/WASTE HANDLING	40	ALMC
8B-F10	DEFENSE DISTRIBUTION MGMT	80	ALMC
N/A	INTRO TO DEF TRANSPORTATION	40	TRANSCOM
8C-F12/553-F1	BASIC FREIGHT TRAFFIC	80	TRANSCOM
8C-F9/811-F1**	MILSTAMP	40	TRANSCOM
8C-F11/542-F6	PASSENGER TRAVEL SPECIALIST	80	TRANSCOM
8C-SI3V/553	JOINT PERSONAL PROPERTY	80	TRANSCOM

LEVEL 2**CATEGORY A - SUPPLY MANAGEMENT**

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>HOURS</u>	<u>AGENCY</u>
ACQ 201*	INTERMED SYSTEMS ACQ	160	AFIT
LOG 131	INDUSTRIAL MAINTENANCE MGMT	80	AFIT
LOG 299	COMBAT LOGISTICS	80	AFIT
LOG 399	STRATEGIC LOGISTICS MGMT	80	AFIT
LOG 205*	PROVISIONING	40	AFIT
LOG 260	PROVISIONING MANAGEMENT	80	AFIT
CON 202*	INTERMEDIATE CONTRACTING	160	AFIT
IND 201	CONTRACT PROP ADMIN FUNDAME	80	AFIT
8B-F11	DEFENSE INVENTORY MGMT	80	ALMC
8A-F3	ARMY MAINTENANCE MGMT	120	ALMC
8B-F10	DEFENSE DISTRIBUTION MGMT	80	ALMC
CON 101	CONTRACTING FUNDAMENTALS	160	ALMC
8G-F1	DRMO BASIC	80	ALMC
ALMC-HA	DEF HAZMAT/WASTE HANDLING	40	ALMC
8G-F2**	DEFENSE METALS ID & RECYCLING	40	ALMC
IND 201*	INTERMED CONTRACT PROP ADMIN	40	DAU
LOG 201*	INTERMED ACQUISITION LOGISTICS	120	DAU
LOG 204*	CONFIGURATION MANAGEMENT	40	DAU
CON 201*	CONTRACT LAW (GOVERNMENT)	80	DAU

CATEGORY B - MAINTENANCE MANAGEMENT

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>HOURS</u>	<u>AGENCY</u>
ACQ 201*	INTERMED SYSTEMS ACQ	160	AFIT
LOG 131	INDUSTRIAL MAINTENANCE MGMT	80	AFIT
LOG 262	APPLIED MAINT MGMT CONCEPTS	80	AFIT
LOG 299	COMBAT LOGISTICS	80	AFIT
LOG 399	STRATEGIC LOGISTICS MGMT	80	AFIT
LOG 205*	PROVISIONING	40	AFIT
CON 202*	INTERMEDIATE CONTRACTING	160	AFIT
8A-F3	ARMY MAINTENANCE MGMT	120	ALMC
CON 101	CONTRACTING FUNDAMENTALS	160	ALMC
ALMC-HA	DEF HAZMAT/WASTE HANDLING	40	ALMC
8B-F10	DEFENSE DISTRIBUTION MGMT	80	ALMC
LOG 203*	RELIABILITY AND MAINTAINABILITY	24	DAU
LOG 204*	CONFIGURATION MANAGEMENT	40	DAU

CATEGORY C - TRANSPORTATION MANAGEMENT

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>HOURS</u>	<u>AGENCY</u>
LOG 399	STRATEGIC LOGISTICS MGMT	80	AFIT
8B-F10	DEFENSE DISTRIBUTION MGMT	80	ALMC
8C-F4/553-F10**	INSTALLATION TRAFFIC MGMT	80	TRANSCOM
8C-F3**	DEF ADVANCED TRAFFIC MGMT	80	TRANSCOM

LEVEL 3

CATEGORY A - SUPPLY MANAGEMENT

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>HOURS</u>	<u>AGENCY</u>
LOG 399	STRATEGIC LOGISTICS MGMT	80	AFIT
CON 202*	INTERMEDIATE CONTRACTING	160	AFIT
IND 201*	INTERMED CONTRACT PROP ADMIN	80	AFIT
8B-F11	DEFENSE INVENTORY MGMT	80	ALMC
CON 101	CONTRACTING FUNDAMENTALS	160	ALMC
8G-F1	DRMO BASIC	80	ALMC
ALMC-HA	DEF HAZMAT/WASTE HANDLING	40	ALMC
8G-F2**	DEFENSE METALS ID & RECYCLING	40	ALMC
LOG 304* **	EXECUTIVE ACQ LOGISTICS MGMT	72	DAU

CATEGORY B - MAINTENANCE MANAGEMENT

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>HOURS</u>	<u>AGENCY</u>
LOG 131*	INDUSTRIAL MAINTENANCE MGMT	80	AFIT
CON 202*	INTERMEDIATE CONTRACTING	160	AFIT
CON 101*	CONTRACTING FUNDAMENTALS	160	ALMC
ALMC-HA	DEF HAZMAT/WASTE HANDLING	40	ALMC

CATEGORY C - TRANSPORTATION MANAGEMENT

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>HOURS</u>	<u>AGENCY</u>
LOG 399	STRATEGIC LOGISTICS MGMT	80	AFIT
8B-F10	DEFENSE DISTRIBUTION MGMT	80	ALMC

* DAU Courses

** Note: These courses are not in the Fulfillment Program.
Therefore, experience can not be substituted for
the core competencies, and the courses must be taken.

PART IV. CAREER PATH FOR CERTIFICATION

PART IV - CAREER PATH FOR CERTIFICATION

INTERNAL AUDIT/EVALUATION PROGRAM FOR DEFENSE LOGISTICS

Level/ Typical Grade	Typical Assignments	Experience	Education	Training
LEVEL I	Junior Auditor/Evaluator Auditor/Evaluator	<p><u>Mandatory:</u> One year of auditing, program evaluation or inspection experience with one Logistics related program or functional audit/evaluation.</p>	<p><u>Mandatory:</u> A baccalaureate degree with a major in accounting or business; or 24 semester hours of accounting; or 80 hours of logistics or business courses.</p>	<p><u>Mandatory:</u> Fundamentals of Logistics or equivalent course. Total course time not less than 80 hours.</p> <p>Training requirements to meet the Government Auditing Standards requirements.</p> <p>Organizational Training provided to all auditors and evaluators for grade level and position such as Basic Audit Training (IGATI) or equivalent.</p> <p><u>Desired:</u> One additional course in a Logistics related function (examples include Supply Management, Acquisition, DRMS management, Maintenance Management, Transportation Management or Logistics Management).</p>

PART IV - CAREER PATH FOR CERTIFICATION

INTERNAL AUDIT/EVALUATION PROGRAM FOR DEFENSE LOGISTICS

Level/ Typical Grade	Typical Assignments	Experience	Education	Training
LEVEL II	Intermediate Auditor Intermediate Evaluator Journeyman Auditor Journeyman Evaluator	<p><u>Mandatory:</u> Two years of auditing, program evaluation, or inspection experience of which 1 year provided logistics management-related auditing and evaluation experience.</p>	<p><u>Mandatory:</u> Completion of LEVEL I requirements.</p> <p><u>Desired:</u> Beginning graduate studies leading to a master's degree in accounting, business administration, management, logistics or a related field.</p>	<p><u>Mandatory:</u> LEVEL I requirements.</p> <p>In addition to the LEVEL I course in supply, maintenance or transportation management, course work that results in not less than 80 additional hours.</p> <p>Auditing Standard requirements. Organizational training provided to all auditors and evaluators for grade level and position such as, Intermediate or Advanced Auditor Training (IGATI) or equivalent.</p> <p>Team Building Skills.</p> <p><u>Desired:</u> Professional certification (CPA, CMA, CIA, CISA, CGFM, SOLE, CPCM).</p> <p><u>Desired:</u> Additional supply, maintenance or transportation management related course. This course would be in addition to the classes used to meet the LEVEL I and Level II certification requirements.</p>

PART IV - CAREER PATH FOR CERTIFICATION

INTERNAL AUDIT/EVALUATION PROGRAM FOR DEFENSE LOGISTICS

Level/ Typical Grade	Typical Assignments	Experience	Education	Training
LEVEL III	<p>Senior Auditor</p> <p>Auditor-In-Charge</p> <p>Audit Project Manager</p> <p>Audit Program Director</p> <p>Senior Evaluator</p> <p>Evaluator-In-Charge</p> <p>Evaluation Project Manager</p> <p>Evaluation Program Director</p>	<p><u>Mandatory:</u></p> <p>Four years of auditing, program evaluation or inspection experience of which 2 years in logistics management-related audit/evaluation experience.</p> <p>Ability and experience using Statistical Sampling techniques</p>	<p><u>Mandatory:</u></p> <p>Completion of LEVEL II requirements.</p> <p><u>Desired:</u></p> <p>Master's Degree in accounting, business administration, management, or other related field.</p>	<p><u>Mandatory:</u></p> <p>LEVEL II requirements</p> <p>Two courses in logistics or logistics related functions (at least one at the intermediate level)*</p> <p>Total course time not less than 80 additional hours.</p> <p>*These courses should be different from the LEVEL I or LEVEL II courses.</p> <p>Training requirements to meet the Government Auditing Standards requirements.</p> <p>Auditing Standards Training provided to all auditors and evaluators for grade level and position such as Advanced Auditor Training (IGATI), advanced program evaluation supervisory or management training and report writing for supervisors/managers.</p> <p><u>Desired:</u></p> <p>One additional logistics related course in Configuration Management, Quality Assurance, Maintenance Management, or other similar courses. This course would be in addition to the classes used to meet the LEVEL I and II certification or the above additional requirements.</p>

Internal Audit/Evaluation for Defense Logistics

<p>Typical Duties: Perform auditing/program evaluation and provide services to the Department of Defense in connection with DoD Logistics operations and functions. The auditors/evaluators assist Department management in satisfying statutory and fiduciary responsibilities as well as assists managers in resolving issues and using resources effectively and efficiently. The basic nature of auditing/program evaluation is to plan and scope the audit/evaluation based on an assessment of risk, perform such tests and analyses as necessary to gather sufficient evidential data, evaluate the results and reach logical, well supported conclusions and recommendations for corrective actions. The duties of the internal auditor/evaluator reviewing logistics and functions include evaluating information relative to DoD Logistics systems or functions, comparing the information with established criteria or best practices, drawing conclusions concerning program results, economy and efficiency of operations, and compliance with laws and regulations. Based on the information developed and conclusions reached, the internal auditor/evaluator makes recommendations to improve or meet program objectives/goals, improve economy and efficiency of operations, or avoid actual or perceived fraud, waste or abuse. Logistics audits/evaluations cover supply, maintenance, or transportation systems and functions, all aspects of the management of logistics operations and disposal of DoD property and weapon systems. Internal logistics auditors/evaluators support the investigations into criminal allegations; provide support and audits/evaluates as requested by Congress or as specified in legislation; and respond to requests from all levels of DoD Logistics management. Internal DoD logistics auditors must comply with Generally Accepted Government Auditing Standards pertaining to the auditor's professional qualifications, the quality of audit effort (including planning, supervision, exercise of the due professional care, obtaining sufficient competent evidential data) and the characteristics of professional and meaningful audit/evaluation reports.</p>	<p style="text-align: center;">Typical Career Codes</p>
<p>Civilian Series GS/GM 511* or GS/GM 343</p>	<p>Representative Job Titles: Auditor/Evaluator, Auditor/Evaluator-in-Charge, Audit/Evaluation Project Manager, Audit/Evaluation Program Director, Audit/Evaluation Director</p>
<p>Office Locations: The Office of the Inspector General, DoD is located in Arlington, Virginia. Internal logistics auditors are located primarily within the Readiness and Logistics Support Directorate, Office of the Assistant Inspector General for Auditing. Internal logistics auditors could be located in other directorates within the Office of the Assistant Inspector General for Auditing. Army Audit Agency Headquarters is located in Alexandria, VA. Audits of Army logistics operations and functions are accomplished by staff auditors at primarily client locations. Army Audit Agency has field offices in CONUS, Hawaii, Korea and Germany. Naval Audit Service Headquarters is located in Falls Church, VA. Logistics audits are planned and coordinated at Headquarters. Auditors assigned to logistics audits are located in one of three regional offices - Virginia Beach, VA; San Diego, CA; or Arlington, VA. Air Force Audit Agency Headquarters is located at the Pentagon. Internal logistics auditors are assigned to the Acquisition and Logistics Audits Directorate, Wright Patterson AFB, OH. The Directorate includes a division at Wright-Patterson with audit managers who perform Air Force level logistics audits and four field offices of the Air Force Materiel Command. The Defense Logistics Agency, headquarters at Ft. Belvoir, VA., has auditors throughout its organization who may perform logistics related audits.</p>	

Explanatory Note: This series includes positions whose duties are to manage, supervise, or perform work consisting of a systematic examination and appraisal of records, documents, management practices and controls, policies and practices affecting the condition and operating results of organizations responsible for acquiring operating, maintaining, accounting for, or disposal of DoD weapon systems or property or organizations responsible for specific functions related to the logistics process; analytical work related to the development and execution of audit policies and program.

PART V. FULFILLMENT PROGRAM

PART V. FULFILLMENT PROGRAM

A. INTRODUCTION

Members of the audit/evaluation workforce may fulfill their mandatory training requirements based on previous experience, education, and/or alternative training programs. The fulfillment plan outlined in this guide utilizes competencies developed by the four DoD Audit Agencies, Deputy Under Secretary of Defense (Logistics) and the consortium of schools under the Defense Acquisition University (DAU). These competencies establish the baseline standards for demonstrating fulfillment of the courses listed in PART III of this document.

The purpose of the fulfillment program is to enable audit/evaluation workforce members to receive credit for courses for which they already have the required competencies. With increased emphasis on training to members of the audit/evaluation workforce, having training on a personnel record makes an employee more competitive with his/her peers. In some cases, however, the employee already possesses the abilities that the course imparts but does not have the formal training. This program is designed to allow that employee to receive credit for the course and not fall behind other employees who receive the training. This will allow less experienced employees greater opportunities to receive the training; while granting more experienced employees fulfillment based on their experiences. This program is not designed to restrict attendance at any course for any employee who does, in fact, require the training being offered. While the Fulfillment Program for all DAU courses expired on October 1, 1997, the Fulfillment Program for the DoD Logistics Auditor/Evaluator Certification Program will not expire until October 2007 because the Program will be administered internally by each of the participating Audit Agencies.

The dynamic nature of logistics management will dictate regular updates to this guide. Changes in courses and/or competencies approved by the Joint Logistics Audit Planning Group and the career management functional boards in each Audit Agency will be reflected in future annual updates. Since future versions will supersede this version of the guide, employees seeking fulfillment should ensure that they are using the most current version of the guide.

B. PROCEDURES

Individuals begin the process by determining which training requirements they are seeking to satisfy through fulfillment. Self-assessment forms for each course can be found in PART V., "Fulfillment Program" of this guide. Individuals will complete a self-assessment form (Competencies Employee Self-Assessment) and Section I of the DD Form 2518, "Fulfillment of DoD Mandatory Training Requirements" for each course they believe they can satisfy through experience, education and/or alternative training. (See a copy of DD Form 2518 in PART VI.) It should be noted that not all of the approved courses are a part of the Fulfillment Program. Therefore, if there is no employee self-assessment form in Part V for a course, the course must be taken.

The official authorized to review the employee's self-assessment (in most cases, the first-level supervisor) shall determine whether the assessment adequately meets each of the individually listed competencies for the course. If, in the judgment of a reviewing official (first or second-level), additional or amplifying information is needed in order to reach a conclusion, the official shall interview the employee and/or request further documentation to support the self-analysis. An individual must satisfactorily meet the competencies for each course.

Upon completion of the review, the first-level supervisor concurs or nonconcurs in block 16 of the DD Form 2518 and signs block 17. The complete package is then approved or disapproved by the second-level supervisor. If the DD Form 2518 is not approved, the non-concurring official shall provide the individual with the rationale for non-concurrence. The supervisor of the individual is expected to develop alternate strategies for course competency fulfillment.

Components will develop procedures for entering fulfillment credit into the employee's training record. Additionally, employees are encouraged to retain a copy of the self-assessment form and any other supporting documentation for their records.

C. AUDITS

To ensure the integrity of the course fulfillment program, each participating Audit Agency shall conduct periodic reviews of selected, approved fulfillment packages. These reviews will ensure that first and second-level supervisors are properly conducting fulfillment evaluations. Further, the Joint Logistics Audit Planning Group will periodically review fulfillment packages to ensure consistency in granting fulfillment.

D. TRANSITION

The course fulfillment procedures outlined in this guide are intended to be a DoD Logistics Auditor/Evaluator Certification Program transition tool. The fulfillment program is intended to ensure that employees already in the workforce are not sent to training unnecessarily. The program is not intended to provide individuals with the opportunity to use fulfillment as a substitute for needed career or professional development training.

E. IMPLEMENTATION AND SUPPLEMENTATION

Components may issue instructions necessary to implement the fulfillment program. However, the procedures outlined above shall not be supplemented without the prior approval of the Audit Chiefs, usually based on recommendations from the Joint Logistics Audit Planning Group.

PART VI. FORMS

APPLICATION FOR LOGISTICS AUDIT/EVALUATION CERTIFICATION

Applicant Name: _____

Employer: _____

Job series, grade and title: _____

Special Criteria Request (Circle one)

Fulfillment

Grandfather Clause

Logistics Workforce Certification

Certification Level Requested (Circle One)

Level I

Level II

Level III

1. Describe the logistics audit/evaluation experience that you have completed and that meets the requirements of the Logistics Auditor/Evaluator career development program. Be specific, include specific audits/evaluations conducted in the logistics areas or functions audited. Include dates and organization (i.e. IG, DoD, Army, Navy or AF Audit Agencies.)

Mandatory: _____

2. List the training classes, dates, provider and location of logistics training that meets the training requirements in the Logistics Auditor/Evaluator career development program. If applying under the fulfillment process, specify what training course is being fulfilled attach the completed form.

Mandatory: _____

Desired: _____

3. List non-logistics related training that you have completed and that meets the requirements specified in the Auditor/Evaluator career development program or required by your audit agency.

Mandatory: _____

Desired: _____

4. If not currently a GS/GM-511, Auditor or GS/GM/343, Evaluator, list the education courses that will demonstrate that you have met the education requirements specified in the Career Path for the Logistics Auditor/Evaluator Certification Program. Use additional pages if needed.

Applicant

Name/Title

Signature

Disposition of Certification Application

Supervisor
(1st level)

___ Concur

___ Non-Concur

Name/Title

Signature/Date

Supervisor
(2nd level)

___ Concur

___ Non-Concur

Name/Title

Signature/Date

Certification Board

___ Concur

___ Non-Concur

Name/Title

Signature/Date

Certifying Official

___ Approve

___ Disapprove

Name/Title

Signature/Date

Reason for Non-Concurrence/Disapproval (initial remarks)

LOGISTICS AUDITOR AND EVALUATOR CERTIFICATION PROGRAM

Needs Assessment Form (Training Courses)

MAIL TO: _____

Request that I be enrolled in the Program for courses toward Level 1, 2, 3 certification.
(Circle applicable level)

I. PERSONAL DATA:

Name: _____
LAST FIRST MIDDLE

Rank or Grade/Job Series _____ Military Specialty (if applicable) _____

Present Position Title _____

Official Mailing Address _____
(Include office symbol) _____

Telephone Number (DSN) _____ (COMMERCIAL) _____

II. EDUCATIONAL HISTORY:

(Circle last year completed)

High School: 10 11 12 College: 1 2 3 4 Degree _____

Graduate Work: _____

III. EMPLOYMENT DATA:

Supervisor's Name _____

Rank or Grade _____

Address _____

IV. SUPPORT EVIDENCE:

On the reverse side, I have listed the courses already completed, and I have attached evidence of completion for each course listed. (Course completion certificate, transcript, or other evidence of completion).

DATE: _____ APPLICANT'S SIGNATURE: _____

V. Supporting Evidence/Courses Taken

(1)	Course No. and Title	
	School	Date
(2)	Course No. and Title	
	School	Date
(3)	Course No. and Title	
	School	Date
(4)	Course No. and Title	
	School	Date
(5)	Course No. and Title	
	School	Date

VI Desired Course(s) For FY 1998

(1)	Course No. and Title	
	School	Quarter
(2)	Course No. and Title	
	School	Quarter
(3)	Course No. and Title	
	School	Quarter
(4)	Course No. and Title	
	School	Quarter
(5)	Course No. and Title	
	School	Quarter

VII Desired Course(s) For FY 1999

(1)	Course No. and Title	
	School	Quarter
(2)	Course No. and Title	
	School	Quarter
(3)	Course No. and Title	
	School	Quarter
(4)	Course No. and Title	
	School	Quarter
(5)	Course No. and Title	
	School	Quarter